



United States Bankruptcy Court Central District of California

OPENINGS FOR MANAGEMENT ANALYST INTERN(S)

Date:

May 1, 2006

Position:

Management Analyst Intern(s) for the United States Bankruptcy Court

Location:

255 East Temple Street, Los Angeles, CA 90012

Duties:

The Court is seeking interns who are interested in working in a large Federal Court, performing a broad range of essential management support services and assisting with special projects. Interns will work closely with members of the Court's management team conducting administrative, operational and information technology studies and projects; creating, organizing and updating written policies and procedures; performing research, policy and statistical analysis; and, implementing new Court programs. Upon acceptance for an internship, the Court will work with each intern to develop a mutually beneficial experience, matching work assignments with an intern's specific area of interest, skill or expertise.

Qualifications:

Strong analytical skills, including the ability to analyze quantitative data; excellent writing skills; and good interpersonal skills are required. Applicants must be from an accredited four-year college or university in pursuit of a Bachelor or Graduate degree in Business, Public Administration, Information Systems, or other directly related fields. Applicants must be proficient in WordPerfect or Microsoft Word.

Duration of Internship:

8 to 16 weeks, subject to extension. Anticipated start date is Monday, June 26, 2006.

Compensation:

\$11.94 to \$18.07 per hour commensurate with experience

Additional Information:

Internships are temporary positions and may be part-time or full-time. Interns are afforded flexible hours and may be eligible for work study.

Application Procedures:

Positions are open until filled. Please submit your resume to:

Vanessa Keith Garcia
255 E. Temple Street, Suite 1058
Los Angeles, CA 90012
or
vanessa_garcia@cacb.uscourts.gov
or
fax (213) 894-7498

Questions?

Please submit any questions to vanessa_garcia@cacb.uscourts.gov